
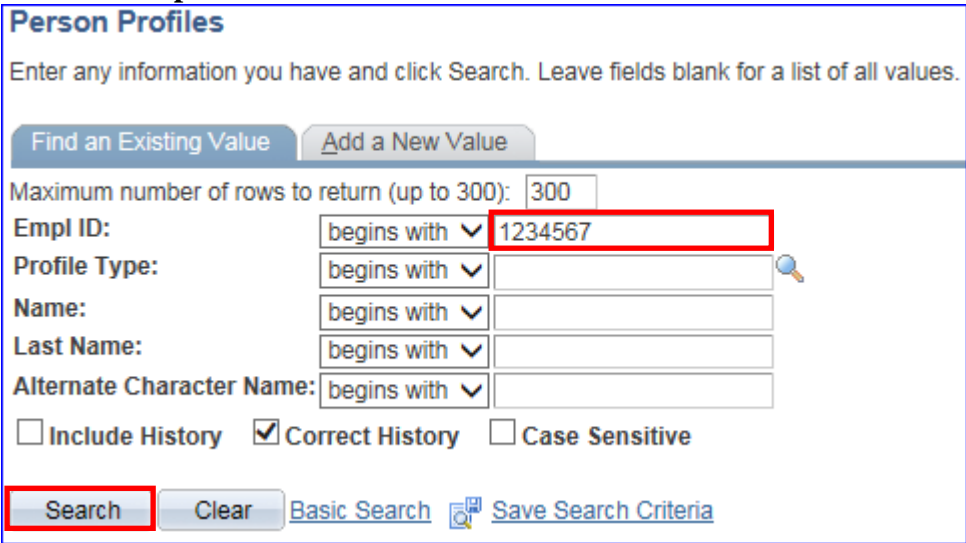


Adding/Updating Test Results

Introduction This guide provides the procedures for adding/updating Test Results in Direct Access. Admin users can also enter graduate school admission exams (i.e. GRE, GMAT, LSAT, etc.) by following the steps in this guide.
























Procedures See below.

Step	Action
1	Select Person Profiles from the Person Profile pagelet. 
2	Enter the Empl ID and hit Search . 

Continued on next page

Adding/Updating Test Results, Continued

Procedures,
continued

Step	Action																																										
3	<p>The Person Profile will display. Click the Qualifications tab.</p> <div> <p>Person Profile</p> <p>Empl ID: 1234567 Ashton Kutcher</p> <p>Profile Type: PERSON Person</p> <p>*Profile Status: Active ▾</p> <p>*Description: Ashton Kutcher  </p> <p>Profile Actions: <Select Action> ▾ </p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies Customize Find View All  First 1-5 of 33 Last</p> <table border="1"> <thead> <tr> <th>ID</th><th>Competency</th><th>Content Type</th><th>*Effective Date</th><th>Evaluation Type</th><th>Proficiency</th><th>View History</th></tr> </thead> <tbody> <tr> <td>CGPQM</td><td>ProductionQualManufacturing</td><td>COMPETENCY</td><td>01/28/2014</td><td>Approved/Official</td><td>Tier 1</td><td></td></tr> <tr> <td>CGSEOPS</td><td>SEOPS Specal & Emer Ops Proced</td><td>COMPETENCY</td><td>08/06/2007</td><td>Approved/Official</td><td>Good</td><td></td></tr> <tr> <td>CMCJV</td><td>Collateral Duty Silver Badge</td><td>COMPETENCY</td><td>07/31/2007</td><td>Approved/Official</td><td>Good</td><td></td></tr> <tr> <td>COTR</td><td>(Obsolete) ContractOffTechRep</td><td>COMPETENCY</td><td>04/05/2007</td><td>Approved/Official</td><td>Good</td><td></td></tr> <tr> <td>DCGFE</td><td>Gas Free Engineer</td><td>COMPETENCY</td><td>08/06/2007</td><td>Approved/Official</td><td>Good</td><td></td></tr> </tbody> </table> <p> Add New Competencies</p> <p>▼ Officer Speciality Code</p> <p>There are currently no Officer Speciality Code for this profile. Please add one if required.</p> <p>▼ Profile Content</p> <p>There are currently no for this profile. Please add one if required.</p> <p> Add New</p> <p>Save  Add</p> <p> Return to Search</p> </div>	ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History	CGPQM	ProductionQualManufacturing	COMPETENCY	01/28/2014	Approved/Official	Tier 1		CGSEOPS	SEOPS Specal & Emer Ops Proced	COMPETENCY	08/06/2007	Approved/Official	Good		CMCJV	Collateral Duty Silver Badge	COMPETENCY	07/31/2007	Approved/Official	Good		COTR	(Obsolete) ContractOffTechRep	COMPETENCY	04/05/2007	Approved/Official	Good		DCGFE	Gas Free Engineer	COMPETENCY	08/06/2007	Approved/Official	Good	
ID	Competency	Content Type	*Effective Date	Evaluation Type	Proficiency	View History																																					
CGPQM	ProductionQualManufacturing	COMPETENCY	01/28/2014	Approved/Official	Tier 1																																						
CGSEOPS	SEOPS Specal & Emer Ops Proced	COMPETENCY	08/06/2007	Approved/Official	Good																																						
CMCJV	Collateral Duty Silver Badge	COMPETENCY	07/31/2007	Approved/Official	Good																																						
COTR	(Obsolete) ContractOffTechRep	COMPETENCY	04/05/2007	Approved/Official	Good																																						
DCGFE	Gas Free Engineer	COMPETENCY	08/06/2007	Approved/Official	Good																																						

Continued on next page

Adding/Updating Test Results, Continued

Procedures,
continued

Step

4

Action

The Qualifications tab will display. Scroll down (if necessary) to the **Tests/Examinations** section. Click **View All** to see all tests/exams.

Competencies

Qualifications

Education

Mobility

Waivers

CAN

▼ Honors and Awards

Customize

Find

View All

1-5 of 21

First

Last

ID	Honor and Award	Content Type	View History
CGCI	CG Cutterman Insignia	HON	
CGFC	CG Commendation Medal	HON	
CGGWOTS	Global War Terror Service Medl	HON	
CGHC	CG Achievement Medal	HON	
CGMA	CG Unit Commendation Ribbon	HON	

+

Add New Honors and Awards

► Language Skills

+

Add New Language Skills

► Licenses & Certifications

+

Add New Licenses & Certifications

► Memberships

+

Add New Memberships

▼ Tests/Examinations

Customize

Find

View All

1-5 of 18

First

Last

ID	Test	Content Type	*Test Date	Score	View History
000132	MACHINERY TECHNICIAN, FIRST CL	TST	01/26/2000	83.00	
000232	MACHINERY TECHNICIAN, SECOND C	TST	01/30/1998	76.00	
000458	MRN FOR BECOMING A SPO	TST	05/19/1999	97.00	
000862	EPME MASTER E-8	TST	01/31/2007	80.00	
001400	MILITARY REQUIREMENTS "A"	TST	06/24/1992	92.00	

Continued on next page


Adding/Updating Test Results, Continued




Procedures,
continued

Step

Action

5

Click the appropriate Test to make changes to existing Test Results. Click on the **View History**  icon to view previous Tests/Exams with the same name. Click the **Trashcan** icon to delete a test/exam (only if erroneously entered). To add a new Test/Examinations, click on the **Add New Tests/Examinations** link.

▼ Tests/Examinations						
Customize Find View 5  First 1-18 of 18 Last						
ID	Test	Content Type	*Test Date	Score	View History	
000132	MACHINERY TECHNICIAN, FIRST CL	TST	01/26/2000	83.00		
000232	MACHINERY TECHNICIAN, SECOND C	TST	01/30/1998	76.00		
000458	MRN FOR BECOMING A SPO	TST	05/19/1999	97.00		
000862	EPME MASTER E-8	TST	01/31/2007	80.00		
001400	MILITARY REQUIREMENTS "A"	TST	06/24/1992	92.00		
ASVAB	Armed Forces Qualification Test	TST	01/01/1951	70.00		
ASVAB_AR	Arithmetic Reasoning	TST	05/01/2002	49.00		
ASVAB_AS	Auto & Shop Information	TST	07/01/2004	67.00		
ASVAB_CS	Coding Speed	TST	01/01/1951	52.00		
ASVAB_EI	Electronics Information	TST	07/01/2004	63.00		
ASVAB_GS	General Science	TST	01/01/1951	66.00		
ASVAB_MC	Mechanical Comprehension	TST	07/01/2004	65.00		
ASVAB_MK	Mathematics Knowledge	TST	07/01/2004	55.00		
ASVAB_NO	Numerical Operations	TST	01/01/1951	48.00		
ASVAB_PC	Paragraph Comprehension	TST	01/01/1951	61.00		
ASVAB_VE	Verbal Ability	TST	07/01/2004	60.00		
ASVAB_WK	Word Knowledge	TST	05/01/2002	61.00		
SWEXMSCR	Service Wide Exam Raw Score	TST	05/01/2010	89.00		
<div> <div>+</div> <div>Add New Tests/Examinations</div> </div>						

Continued on next page

Adding/Updating Test Results, Continued

Procedures,
continued

Step	Action
6	<p>The Add New Tests/Examinations page will display.</p> <div><p>Person Profile</p><p>Add New Tests/Examinations</p><p>Empl ID: 1234567 Ashton Kutcher</p><p>Profile Type: PERSON Person</p><p>Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.</p><p>Details Find View All First 1 of 1 Last</p><p>*Test Date: 12/09/2015</p><p>*Test: </p><p>*Status: Active</p><p>Score: </p><p><input type="checkbox"/> Passed</p><p>Date: </p><p>Location: </p><p>Note: </p><p>OK Cancel Apply and Add Another</p></div> <p>Update the following fields:</p> <ul style="list-style-type: none">• Test Date: Enter the date the test/exam was completed.• Test: Enter the test/exam number (if known) or use the lookup.• Status: Leave the Status as Active.• Score: Enter the Score of the test/exam.• Passed: Check if the member's score was a passing grade. <p>Click OK if entering one test/exam or click Apply and Add Another if submitting additional tests/exams.</p>

Continued on next page

Adding/Updating Test Results, Continued

Procedures,
continued

Step	Action																																															
7	<p>Once submitted, the member's Tests/Examinations will update in Person Profiles.</p> <table><tr><th colspan="6">▼ Tests/Examinations</th><th>Customize</th><th>Find</th><th>View 5</th><th>1-19 of 19</th><th>First</th><th>Last</th></tr><tr><th>ID</th><th>Test</th><th>Content Type</th><th>*Test Date</th><th>Score</th><th>View History</th><th></th></tr><tr><td>000132</td><td>MACHINERY TECHNICIAN, FIRST CL</td><td>TST</td><td>01/26/2000</td><td>83.00</td><td></td><td></td></tr><tr><td>000232</td><td>MACHINERY TECHNICIAN, SECOND C</td><td>TST</td><td>01/30/1998</td><td>76.00</td><td></td><td></td></tr><tr><td>000406</td><td>WEAPONS OFFICER</td><td>TST</td><td>12/09/2015</td><td>87.00</td><td></td><td></td></tr><tr><td>000458</td><td>MRN FOR BECOMING A SPO</td><td>TST</td><td>05/19/1999</td><td>97.00</td><td></td><td></td></tr></table>	▼ Tests/Examinations						Customize	Find	View 5	1-19 of 19	First	Last	ID	Test	Content Type	*Test Date	Score	View History		000132	MACHINERY TECHNICIAN, FIRST CL	TST	01/26/2000	83.00			000232	MACHINERY TECHNICIAN, SECOND C	TST	01/30/1998	76.00			000406	WEAPONS OFFICER	TST	12/09/2015	87.00			000458	MRN FOR BECOMING A SPO	TST	05/19/1999	97.00		
▼ Tests/Examinations						Customize	Find	View 5	1-19 of 19	First	Last																																					
ID	Test	Content Type	*Test Date	Score	View History																																											
000132	MACHINERY TECHNICIAN, FIRST CL	TST	01/26/2000	83.00																																												
000232	MACHINERY TECHNICIAN, SECOND C	TST	01/30/1998	76.00																																												
000406	WEAPONS OFFICER	TST	12/09/2015	87.00																																												
000458	MRN FOR BECOMING A SPO	TST	05/19/1999	97.00																																												
8	Click Save .																																															